

**State of Alabama  
Department of  
Child Abuse and Neglect Prevention  
(Children's Trust Fund)**



**Program Year 2010-2011**  
(August 1, 2010 – July 31, 2011)

**Request for Proposal**

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**Grant applications must be received IN THE ADCANP OFFICE by 5:00 p.m. CST on Thursday, May 20, 2010. The original application and five (5) bound copies must be complete and include all requested materials when submitted to the ADCANP office. Do not fax or submit applications electronically. There are no exceptions to this deadline.**

**\*\*\*SAVE YOUR APPLICATION (Excluding Attachments) ON A CD AND ATTACH IT TO THE ORIGINAL APPLICATION. Label the CD with the organization and program name.**

**Late applications will not be considered!**

Please hand deliver or ship applications via UPS, Federal Express, etc. to:

**Alabama Department of Child Abuse and Neglect Prevention (ADCANP)  
Children's Trust Fund  
RSA Union Building  
100 North Union Street, Suite 350  
Montgomery, AL 36104**

**OR**

Please mail applications to:

**Alabama Department of Child Abuse and Neglect Prevention (ADCANP)  
Children's Trust Fund  
P.O. Box 4251  
Montgomery, AL 36103**

### **Introduction**

This document contains the Request for Proposal (RFP) for ADCANP programs. The RFP and Grant Application may be downloaded from the ADCANP - Children's Trust Fund website April 1, 2010. The ADCANP web address is [www.ctf.alabama.gov](http://www.ctf.alabama.gov).

To request a grant application, please contact ADCANP at:

ADCANP (Children's Trust Fund)  
RSA Union Building, Suite 350  
P.O. Box 4251  
Montgomery, AL 36103  
(334) 242-5710  
[staff@ctf.alabama.gov](mailto:staff@ctf.alabama.gov)

ADCANP will not fax the Request for Proposal or the Grant Application.

**Organizations must submit a separate application for each program.**

Categories for funding programs are developed by the State of Alabama Child Abuse and Neglect Prevention Board. The Board has the discretion to set funding priorities in all program areas.

**RFP Training Meetings will be held as follows:**

**April 6, 2010 (Huntsville) – Location: National Children's Advocacy Center, 210 Pratt Avenue Huntsville, AL 35801. Time: 1:00 p.m.**

**April 7, 2010 (Hoover) – Location: Jefferson State Community College (Shelby Campus), Multipurpose Room, 4600 Valleydale Road, Hoover 35242 Time: 9:00 a.m.**

**April 8, 2010 (Montgomery) - Location: St. James United Methodist Church, Family Life Worship Center, 9045 Vaughn Road, Montgomery 36117. Time: 9:00 a.m.**

**April 9, 2010 (Mobile) - Location: Goodwill Easter Seals of the Gulf Coast, 2423 Schillinger Road South, Mobile, AL 36695. Time: 9:00 a.m.**

It is not mandatory for applicants to attend RFP training meetings, but is recommended due to annual changes made by the ADCANP Board.

## **Significant Changes for Program Year 2010-2011**

This page does not include all changes made by the ADCANP Board; therefore, applicants are encouraged to attend RFP Training.

### **Grant Application Ceiling, Page 5**

ORGANIZATIONS MAY NOT APPLY FOR MORE THAN A TOTAL OF \$75,000 IN COMPETITIVE GRANT FUNDS FOR PROGRAM YEAR 2010-2011.

### **Request for Reconsideration, Page 6**

Funding decisions made by the State Board in July 2010 are final.

### **Required Background Checks, Page 9**

***Please be advised of the revised procedure for conducting criminal background investigations and verification.*** All employees and volunteers having direct contact, care/treatment, or custodial responsibility with children eighteen years of age or younger, as per Alabama Department of Child Abuse and Neglect Prevention (ADCANP) – Children’s Trust Fund policy, must have a national criminal background investigation completed **prior** to working directly with a child under the age of eighteen. Minimum requirements include:

- National Criminal Search
- National Sex Offender Report
- OFAC Report
- Alabama Statewide Search
- Social Security Trace Hawk

The estimated fee for the national criminal background check is \$14.00 - \$16.00 per individual. A grant applicant will include funding for each background check in the proposed budget under the line of “Background Check”.

### **Elected Official Written Notification, Press Release and Media Events, Page 10**

Each program is required to notify their respective members of the Legislature in Districts served by your organization - all grant awards, car tag and income tax promotions and special events. Invite your State Senator(s) and Representative(s) to visit your program and be recognized for his/her support of ADCANP funding for your prevention program. Coordinate the media event with all other ADCANP Grantees in the service area, county and/or Congressional District. Mail a copy of the letter of invitation and **press release** to the assigned ADCANP Division Director and ADCANP Director. If the Legislator(s) accepts, ADCANP will make every effort to have a ADCANP Board or Staff member join you to recognize the Legislator(s), and make photographs for the Media. (In July, ADCANP will also notify members of the Alabama Legislature of grant awards immediately following the Board’s approval of Program Year 2010-2011 grants.)

### **IRS 501(c) (3) status, Page 12**

Documentation of 501(c) (3) status documentation must be included in the grant application to receive funding. **Any Grant Application without current status documentation of an IRS 501(c) (3) by May 20, 2010 will not be funded.** *(Applicant must provide documentation to ADCANP by May 20, 2010, no later than 5 p.m.)*

### **Program Objectives and Target Data – University of Alabama, Pages 21-24**

Read carefully - The programmatic information and forms have been revised by The University of Alabama, School of Social Work.

**Mission Statement:** The Department of Child Abuse Prevention, (DCAP) secures resources to fund evidence-based community programs committed to the prevention of child maltreatment. We advocate for children and the strengthening of families.

Each program defines the way ADCANP accomplishes this mission by selecting program objectives. The group (parent/caregiver or child) targeted through programming classifies it in the type of programs funded. Research in the field of child abuse prevention proves that programs are most effective when they impact the entire family.

*Examples include, but are not limited to, two parent families, single parent families, non-custodial families and extended families.*

**REQUEST FOR PROPOSAL  
CHILD ABUSE AND NEGLECT PREVENTION GRANTS  
(Grant Year: August 1, 2010 through July 31, 2011)**

*The State of Alabama Department of Child Abuse and Neglect Prevention (Children's Trust Fund) announces the availability of grant funding for child abuse and neglect prevention programs for Program Year 2010-2011. Eligible applicants for ADCANP grants are local or statewide public entities or private non-profit organizations meeting the requirements of Section 501(c) (3) of the Internal Revenue Code. Funds will be used for prevention programs encompassing Parenting Education and Support, Home Visiting, School-Based, Non-School Based/After School, Public Awareness, Mentoring, and Respite Care.*

**Grant Review Process**

Proposals from each Congressional District are reviewed on a local and state level by a two-step process:

**1. Local Level**

A Local Review Team approved by the State Board representing all seven congressional districts will review the grant applications. **This team will make recommendations to the State Board.** *No presentations or videos will be given to the Local Review Team.*

**2. State Level**

All grant applications will be submitted to the State Board with recommendations from the local grant review team and ADCANP Staff. The Board has the discretion to approve or disapprove funding and will make the final decisions on the funding amount granted. Board review is based primarily on the grant application, Local Review team recommendations, ADCANP staff recommendations and University of Alabama Evaluation Team's report to the State Board.

**Notice of Approval**

The ADCANP Director will notify the applicant in writing of an approved competitive application. Grantees will receive a contract specifying the conditions that the applicant must meet in accordance with applicable state and federal regulations. A list of all funding awards will be posted on the ADCANP website ([www.ctf.alabama.gov](http://www.ctf.alabama.gov)) July 2010.

**Request for Reconsideration**

Funding decisions made by the State Board on July 22-23, 2010 are final.

**Availability of Funds**

Applicants are advised that the ADCANP grant process is competitive and that grants will be awarded in varying amounts, based upon the need and availability of funds. The total of grants awarded will depend upon funds available, as well as review of the grant applications.

**Grant Application Ceiling**

**ORGANIZATIONS MAY NOT APPLY FOR MORE THAN A  
TOTAL OF \$75,000 IN COMPETITIVE GRANT FUNDS FOR  
PROGRAM YEAR 2010-2011.**

### **Excerpts from Alabama and Federal Laws**

The State of Alabama Department of Child Abuse and Neglect Prevention (Children's Trust Fund), under authority of Acts No. 83-735 and 83-736 is accepting applications for the establishment or maintenance of community-based child abuse and neglect prevention programs. Grant funds from ADCANP must be used solely for the purpose of child abuse and/or neglect prevention services to residents of Alabama and may not be expended for treatment.

Programs approved for funding will have a strong component of local support including utilization of community resources, collaboration among existing prevention programs, use of community volunteers, and a percentage match of local funding and in-kind contributions.

**Prevention Program**, Act-83-736, Sec. 2(a)6 - a system of direct provision of child abuse and neglect prevention services to a child, parent, or guardian.

**Child Abuse**, Act 83-736, Sec. 2(a)2 - harm or threatened harm to a child's health or welfare by a person responsible for the child's health or welfare, which harm occurs or is threatened through non-accidental physical or mental injury; sexual abuse, which includes a violation of any provision of Chapter 6, Article 4, Title 13A.

**Child Neglect**, Act 83-736, Sec. 2(a)4 - harm to a child's health or welfare by a person responsible for the child's health or welfare which occurs through negligent treatment, including the failure to provide adequate food, clothing, shelter, or medical care.

**Children First Programs**, Federal Tobacco Settlement under Section 3 of Act 99-441 of tobacco revenues to be allocated pursuant to Act 99-390 as codified in Section 41-15B-2.2, Code of Alabama 1975.

**Community Based Child Abuse Prevention (CBCAP)**, Federal grant awarded to ADCANP under Section 201 of Title II of the Child Abuse Prevention and Treatment Act (CAPTA).

**Local Councils**, Acts 1983, No. 83-736, p. 1198, § 9; Act 98-601, p. 1313, § 1.

**Temporary Assistance to Needy Families (TANF)**, Temporary Assistance to Needy Families was created by the Welfare Reform Law of 1996. TANF provides assistance and work opportunities to needy families by granting states the federal funds and wide flexibility to develop and implement their own welfare programs.

### Timeline for ADCANP Program Year 2010-2011 Grantees and Applicants

RFP and Grant Application available	April 1, 2010
RFP Training	Huntsville Hoover Montgomery Mobile
	April 6, 2010 April 7, 2010 April 8, 2010 April 9, 2010
Grant Application Deadline	May 20, 2010
Local Grant Review	June 22-23, 2010
State Board Review of Grant Applications	July 22-23, 2010
Announcement of Grant Recipients	August 1, 2010
Grant Award Contracts mailed	August 2010
Contract Signature/Return Deadline	September 2, 2010
<u>Regional</u> Grantee Trainings (Decatur, Hoover, Montgomery and Mobile)	September 21-24, 2010*

**\*September 21, 22, 23 or 24, 2010 Mandatory for all grantees.**

#### Financial Reports Due:

##### New Programs: 4 Reports

(August 1 – October 31)	November 15, 2010
(November 1 – January 31)	February 15, 2011
(February 1 – April 30)	May 17, 2011
(May 1 – July 31)	July 29, 2011

##### Continued Programs: 2 Reports

(August 1 – January 31)	February 15, 2011 (mid-year)
(February 1 – July 31)	July 29, 2011 (final)

University of Alabama Data Reports are due monthly based on due dates assigned by the Program Evaluation Team.

**IMPORTANT:** PY 2009-2010 (current) grantees: Final Financial Reports must be received by ADCANP no later than July 31, 2010 to receive funding for Program Year 2010-2011. University of Alabama Data Reports are due as assigned by UA Program Evaluation Team.

**All contracts must be signed and returned by September 2, 2010 to receive funding.** The funding period will begin August 1, 2010 and end July 31, 2011. All funds must be expended by July 31, 2011. No budget revisions are allowed after June 30, 2011.



## ADCANP Program Definitions

### Required Background Checks

***Please be advised of the revised procedure for conducting criminal background investigations and verification.*** All employees and volunteers having direct contact, care/treatment, or custodial responsibility with children eighteen years of age or younger, as per Alabama Department of Child Abuse and Neglect Prevention (ADCANP) – Children’s Trust Fund policy, must have a national criminal background investigation completed prior to working directly with a child under the age of eighteen. Minimum requirements include:

- National Criminal Search
- National Sex Offender Report
- OFAC Report
- Alabama Statewide Search
- Social Security Trace Hawk

The estimated fee for the national criminal background check is \$14.00 - \$16.00 per individual. A grant applicant will include funding for each background check in the proposed budget under the line of “Background Check”.

### Monitoring/Site Visits

All grantees will consent to monitoring/evaluation reporting requirements as established by the Department, including compliance reviews/audits to ensure financial and programmatic data accuracy. ADCANP will conduct site visits annually and/or as needed or requested. If ADCANP determines that the program is not progressing as planned, the Division Director may call for technical assistance in assessing or redirecting the program. *A Corrective Action plan approved by the grantee Board of Directors may be required.*

### Contracting

Agencies will not start activities prior to receipt of a signed contract from the Children’s Trust Fund. No funds will be made available to programs without a signed, executed contract.

**Contracts must be signed and returned to ADCANP on the date specified in the contract to receive funds. Current grantees (PY 2009-2010) must submit an approved Final Financial Report by July 31, 2010 to receive funds.** Grant funds shall not be obligated prior to start date or after the termination date. All PY 2010-2011 grant funds must be spent by July 31, 2011. Unexpended PY 2010-2011 funds will be returned to ADCANP by September 1, 2011.

### Program Start Up

All programs must begin within 30 days after the execution of a contract unless a later starting date is approved in writing by ADCANP. Failure to begin the program within these requirements will result in agency review and termination of funding.

### Budget Revisions

All programs must adhere to the program budget approved by the Board. Programs may make budget revisions of up to 25% (Personnel – 10%) from any existing budget category to another. Budget revisions from any budget category, or adding new line items, must be submitted in writing and approved by ADCANP prior to implementation. If awarded a grant, no budget revisions are allowed after June 30, 2011, unless specified in the Grant Award Contract.

## Responsibilities of the Grantee

Complete responsibilities of the grantee will be outlined in the contractual agreement. These responsibilities include, but are not limited to:

- Implement the funded program in accordance with the contract and the 2010-2011 RFP.
- Demonstrate an impact upon the population served by collecting data that demonstrates positive impact.
- Maintain accepted accounting methods – Best Practices standards.
- Publicize the income tax check-off, ADCANP Children's Trust Fund car tags, and facilitate fund-raising and public awareness for ADCANP.
- Acknowledge ADCANP as a source of funding in **all** printed or video materials related to the ADCANP funded program.
- Participate in the ADCANP/University of Alabama evaluation process by collecting and submitting programmatic data.
- Provide technical assistance to other communities in replicating the program model as requested.
- Attend Regional Grantee Training (one day only) September 21-24, 2010
- Work with assigned ADCANP Field Directors to coordinate site visits.
- Strongly encourage participation in local Children's Policy Council within grantee's county.
- Programs funded with CBCAP grant funds must emphasize parental leadership and parental involvement in the design and implementation of their evidence-based programs.
- CBCAP grantees must participate in a peer review process that will be utilized as a tool to provide a self assessment of the funded program.
- CBCAP grantees will provide information to ADCANP regarding evidence-based approaches used in their CBCAP program for the Annual Report.
- Conduct background checks in accordance with Board Policy (**expenses necessary to conduct background checks must be included in budget regardless of amount requested**).
- Each program is required to notify their respective members of the Legislature in their District of all grant awards, car tag and income tax promotions and special events. Invite your State Senator(s) and Representative(s) to visit your program and be recognized for his/her support of ADCANP funding for your prevention program. Coordinate the media event with all other ADCANP Grantees in the service area, county and/or Congressional District. Mail a copy of the letter of invitation and press release to the assigned ADCANP Division Director and ADCANP Director. If the Legislator(s) accepts, ADCANP will make every effort to have a ADCANP Board or Staff member join you to recognize the Legislator(s), and make photographs for the Media. (In July, ADCANP will also notify members of the Alabama Legislature of grant awards immediately following the Board's approval of Program Year 2010-2011 grants.)
- Board of Adjustment: See Section 41-9-65, Code of Alabama (1975). All claims must be filed in the Office of the Clerk of the Board, Alabama Department of Finance, Legal Division, within one year after the cause of action.
- Notify the ADCANP Director of special incidents and reports of suspected child abuse or neglect within 24 hours of event.
- Notify the assigned Field Director of any new program staff.
- Must distribute tobacco cessation, Shaken Baby Prevention and safe sleeping environment information to program participants.

## Program Funding Guidelines

ADCANP funds programs that impact child abuse at the primary and secondary levels:

**Primary Prevention** in child abuse refers to efforts aimed at positively influencing parents/guardians/caregivers, and/or children **before abuse or neglect occurs**.

### Primary Prevention Services:

- are offered to all members of a population
- are voluntary
- attempt to influence societal forces that impact parents and children

*Examples of primary prevention programs include educational programs, hospital based programs offered to all birth parents, parenting and prenatal support classes, "awareness" announcements in the media, etc.*

**Secondary Prevention** of child abuse and neglect refers to those supportive services targeted toward populations who are considered to be "at risk" because of their life situation. While child abuse or neglect may not have taken place within these groups, the probability that it will occur is presumed greater than in the general population.

### Secondary Prevention Services:

- target a pre-defined group of "vulnerable" individuals
- seek to prevent future problems by focusing on the particular stresses of parents/caregivers, youth, or children.

*Examples of secondary prevention programs include support programs for teenage parents, programs for families, youth or children with identifiable stresses.*

*\*See page 35 for additional definitions of primary, secondary, and tertiary prevention. ADCANP will not fund a tertiary prevention program.*

## Program Eligibility and Requirements

*ADCANP Programs must be in compliance with the following requirements to be eligible for funding:*

1. Establish or continue a community-based child abuse and neglect prevention program serving residents of Alabama. Funds may not be used for treatment.
2. Demonstrate changes in knowledge, behavior and attitudes of program participants, which lead to the prevention of child abuse and neglect.
3. If the program utilizes volunteers, there must be a training and documentation component.
4. Training, staff development, and conferences must support the prevention activities outlined in the grant. To be paid for by ADCANP grant funds, a specific training activity must have prior approval from ADCANP.
5. Three (3) current support letters or memorandums of understanding that guarantee the cooperation of any system/organization in which the program will be conducted are required, i.e. letters from a school system, court system or hospital, etc. Letters of support from other community organizations are also appropriate. The letters must be specific to the ADCANP funded program, and one must be from the Children's Policy Council and the Local Domestic Violence Shelter.

6. ADCANP will contract with only one organization per program. When a program is a collaborative or co-sponsored effort, the primary organization may sub-contract with the other organization and submit the agreement for ADCANP review.
7. Documentation of 501(c) (3) status must be included in the grant application to receive funding. **Any Grant Application not showing current status documentation of an IRS Form 501(c) (3) by May 20, 2010 will not be funded.** (Applicant must provide documentation to ADCANP by May 20, 2010 no later than 5 p.m.)
8. The grant application will include a current list of governing board members of the applicant organization for the purpose of keeping them informed about CTF. The list will not be used for solicitation of funds and will also not be shared without expressed written consent of the grantee. (Include contact information, including a current email address, and related professional status.)
9. No person shall be discriminated against on the grounds of race, color, national origin, sex, age, or disability in receipt of services funded with this grant. The program will be in compliance with the Americans with Disabilities Act of 1990.
10. Organizations receiving state funds for programming will be required to provide assurance to ADCANP that those funds are not used in a duplicative manner.
11. Applicants must be able to provide the required 50% local funds match. A minimum of one-half of the match (25%) must be in cash, with the remainder (25%) allowed as in-kind contributions.
12. Private non-profit and public organizations directly requesting funds from the legislature for the prevention of child abuse and neglect for the 2010-2011 program year are not eligible to apply for grants funded with the Children's Trust Fund's state dollars.
13. Programs that serve families and children must encourage strong collaboration with other public/private agencies in the community. (Provide copies of Support Letters, Memorandums of Understanding or Cooperative Agreements.)
14. Grantees must not supplant funds.
15. Applicants must provide a copy of 2008 or 2009 Independent Auditor's Report (letter of opinion or disclaimer of opinion) on the financial statements and a copy of 2008 or 2009 IRS Form 990.

Financial Reporting Policy:

- Less than \$50,000: Internally prepared financial statements; compilation, review, or audit reports optional.
- \$50,000 to less than 100,000: Compilation, review, or audit reports.
- \$100,000 to less than \$300,000: Review or audit reports.
- \$300,000 and over: Audit reports.

## **Ineligible Programs, Services and Expenses**

The following list, while not all inclusive, specifies other exclusionary criteria that the ADCANP Board will not consider for funding in Program Year 2010-2011:

### **Ineligible Programs/Services**

1. Economic approaches to prevention (i.e., child support, divorce equity, or income maintenance programs)
2. Domestic violence (spouse abuse) prevention or shelter-based treatment programs
3. Crime prevention programs
4. Teen pregnancy prevention programs
5. Drug, alcohol or other substance abuse prevention or treatment programs
6. AIDS counseling or prevention programs
7. Stranger Awareness Programs
8. Boot Camps
9. Tertiary Prevention Programs
10. Suicide Prevention Programs
11. Tutoring

### **Ineligible Services/Expenses**

1. Purchase of fund-raising services or items
2. "Indirect costs" or any costs that cannot be itemized in the ADCANP Budget
3. Equipment purchases exceeding \$499 for one item
4. Per Diem or gasoline purchases  
*Only actual travel expenses are reimbursable. Mileage rate may not exceed current state rate.*
5. Percentage of personnel benefits over the amount specified in the ADCANP budget
6. Duplicating any portion of a salary of any current government employee (Supplanting)
7. Promotional items (T- shirts, caps, cups, etc.)
8. Payment for services currently being funded by ADCANP
9. Fees to consultants who write the ADCANP grant for an organization
10. Food and Beverages (State Funds may not be used to purchase food or beverages.)
11. Computer leases
12. Grantees may not charge salaries and/or benefits to the ADCANP grant during leave without pay (LWOP), sabbaticals, or extended "holidays", i.e. Spring and Christmas breaks (other than vacation or annual leave). The only holidays chargeable to the ADCANP grant are those approved by the Governor's Office and applicable to all state agencies.
13. Legal expenses/fees.

**Contact your ADCANP Field Director if you have questions concerning budget expenditures.**

## Financial Definitions

### ADCANP Required Match

Cash match is a cash outlay of 50% required of all applicants. A minimum of one half of the required match must be in cash. All of the match may be in cash. (Ref: Code of Alabama, 1975, § 26-16-9 (a) (1) b.)

Grant Amount	Total Match Required	Cash Match	In-kind Match
Example:	50% of grant	25% of grant	25% of grant
\$40,000	\$20,000	\$10,000	\$10,000

*Note: The above figures are examples of minimum requirements.*

### Cash Match

Any cash outlay allocated to the ADCANP prevention program by the grantee's budget. Cash contributed by other agencies and institutions, or private organizations and individuals may also be applied to cash match provided the contribution goes into the grantee's budget and is allocated to the ADCANP prevention program.

Cash match contributions must be used for the ADCANP grant program, but not other organization programs, i.e. cash used as match for ADCANP funds may not be used for cash match for any other State or Federal grant funds. Required cash match requires the same financial documentation as do ADCANP funds. Match documentation remains on-site and is reviewed by ADCANP Staff during monitoring/site visits. Cash match funds must flow through the organization's own budget and documented as allocated toward the ADCANP grant prevention program. Cash match requirements for ADCANP, as outlined in the enabling legislation, specify that the match will consist of local funds/resources.

### In-Kind Match

In kind contributions are contributions other than actual dollars by the grantee's own organization, other agencies and institutions, or by private organizations and individuals.

In-kind contributions may include, but are not limited to: volunteer services, the value of contributed space, equipment, materials, etc. (Use of office space, utilities, phone, etc. valued on the percentage of its value equal to the percentage that is being utilized by the ADCANP program.) In-kind services require explanation of source and amount. A detailed explanation from the provider with calculations shown for claimed amounts is sufficient documentation for in-kind match.

Volunteer services are considered to be in-kind contributions. In the case of volunteer time, \$20.25 per hour is the set value. Professionals volunteering in their professional capacity contribute time valued at their local market rate. (Ex: Psychologist at \$80/hr.)

## Parent Focused Program Components and Definitions

### I. Parenting Education and Support Programs

A. *A Parent Education and Support Program must include and demonstrate compliance with all of the following:*

1. *The primary purpose of the program must be child abuse and neglect prevention.*
2. Use a set curriculum that is evidence/research-based and age appropriate. (The Department's Curricula Guide may be viewed at [www.ctf.alabama.gov](http://www.ctf.alabama.gov))
3. Offer opportunities for practice and modeling of appropriate parenting behavior and skills.
4. Increase knowledge and skills in the area of child rearing, behavior management, child development and communication and demonstrated with outcome data.
5. Offer social support, information and referrals to assist parents/caregivers.
6. Deliver in an individual or group setting.
7. Utilize the University of Alabama's recommended pre- and post-test evaluation tool, the Protective Factors Survey (<http://www.friendsnrc.org/outcome/pfs.htm>). One pre-test must be submitted. Post-test results must be submitted at least once a year, but they can also be submitted semi-annually or quarterly.

B. *Types of Parent Education and Support Programs include, but are not limited to:*

1. Programs for pregnant or parenting teen mothers (may be done in school classroom setting, hospital, etc.).
2. Programs for adult and teen fathers and adolescent males.
3. Programs for new parents (provides set curriculum on child development, parenting skills, and support systems). This type of program should provide follow-up contacts.
4. Programs for parents of special needs children (provides support and education for parents' of children with special needs).
5. Parenting program around specific need issues (programs that focus on specific age issues, such as parenting a teenager, parents going through divorce, etc.).
6. Parenting programs that address at-risk youth aged 8 - 17 (Children First Programs).
7. Programs that require a parent to attend parenting or coping skills classes that run in conjunction with programs provided to their children brought before the court (Children First Programs).
8. Programs that provide early, comprehensive support for parents.
9. Programs that increase family stability and promote the early development of parenting skills, especially in young parents and parents with very young children.
10. Programs that improve family access to other formal and informal resources and opportunities for assistance available within communities.
11. Programs that support the additional needs of families with children with disabilities through respite care and other services.
12. Programs that decrease the risk of homelessness.
13. Programs that offer short-term assistance in times of stress (e.g. resource libraries, support groups).

## **II. Home Visiting Programs**

*A Home Visiting Program must include and demonstrate compliance with all of the following:*

1. *The primary purpose of the program must be child abuse and neglect prevention.*
2. Service delivery takes place in the home of the participant or another setting such as a daycare.
3. Use a research/evidence-based curriculum that is designed to individualize the sessions for the needs of the parent and child.
4. Use the recommended University of Alabama evaluation tool that measures program effectiveness.
5. Visits will last at least one hour.
6. Visits that target an at-risk population will include plans for extended support and education.
7. Interaction with the parent and child together in a modeling situation with the home visitor.
8. May be conducted by professionals, paraprofessionals and/or trained volunteers.
9. Provide comprehensive training to any staff or volunteer prior to conducting home visits. Training must be continuous throughout the grant year. (Most programs require a minimum of 16 hours of training.)
10. Refer home visiting clients to other social service organizations as necessary. (Grantees are required to track referral sources.)



### **III. Public Awareness and Training Programs**

*The primary purpose of the program must be child abuse and neglect prevention.*

A. *A Public Awareness Program must include and demonstrate compliance with one of the following:*

1. Focus on making the general population aware of child abuse and neglect and how to prevent it.
2. Help parents and caregivers connect with resources in the community that will strengthen the family and enhance parenting education.

B. *Types of Public Awareness and Training Programs include, but are not limited to:*

1. Abusive Head Injury Prevention
2. Mandatory Reporter Training
3. Internet/On-line Safety Training

Use the recommended University of Alabama evaluation tool that measures program effectiveness.

### **IV. Respite Care Programs**

*The primary purpose of the program must be child abuse and neglect prevention.*

Respite Care Programs support the stability of families that provide long-term care to individuals or family members with special needs.

Respite Care Programs also reduce the following:

- Social isolation
  - Stress-related health problems
  - Reduced likelihood of institutionalization of the person with special needs
  - Reduces the likelihood of divorce and helps sustains marriages
- (Source: FRIENDS National Resource Center)

Respite care can be provided in a variety of settings including, but not limited to:

- The family home
- A relative's home
- A community setting
- A day care center
- Church respite programs

Use the recommended University of Alabama evaluation tool that measures program effectiveness.

## Child Focused Program Components and Definitions

### I. School-Based Programs:

A. *School-Based programs must include and demonstrate compliance with all of the following:*

1. *The primary purpose of the program must be child abuse and neglect prevention.*
2. Conduct a minimum of three presentations by the program staff/volunteers with the same participants.
3. Must include experiential learning.
4. Leave follow-up materials with teachers or counselors to use that are consistent with program objectives and current research.
5. Use a set curriculum that is evidence/research-based and age appropriate with measureable outcomes.
6. All Children First programs must include information/education on prevention/cessation of tobacco products.
7. Use the recommended University of Alabama evaluation tool that measures program effectiveness.

B. *School-Based Programs must focus on the following:*

#### 1. Personal Safety\*

- Body safety (**Body safety can be taught through Grade 3. After 3<sup>rd</sup> grade, the focus should be life skills and child maltreatment prevention.**)
- Speaking up for themselves
- Support systems

*\*If using a curriculum that focuses on Personal Safety, the program must incorporate identifying, managing and communicating feelings.*

#### 2. Life Skills and child maltreatment prevention

- Bullying Prevention
- Internet Safety (including “sexting”, “cyberbullying”, and internet exploitation prevention)
- Identifying and Managing Feelings
- Violence Prevention
- Empathy Training
- Impulse Control
- Anger Management
- Stress Management
- Problem Solving/Decision Making
- Peer Relationships
- Conflict Resolution
- Self-Control
- Assertive Behavior
- Communicating Feelings
- Identification and Maintenance of Healthy Relationships
- Development of Personal Resources
- Planning for Transitions

## **II. After-School/Non-School Based Programs:**

*A. All after-school/ non-school based programs must include and demonstrate compliance with:*

1. *The primary purpose of the program must be child abuse and neglect prevention.*
2. Use a set curriculum that is consistent with ADCANP guidelines for school based programs. Curriculum must be evidence/research-based and age appropriate with measurable outcomes.
3. Communicate with parents/caregivers on a periodic basis.
4. Spend 25% of program time per session on life skills.
5. All Children First programs must include information/education on prevention/cessation of tobacco products.
6. Use the recommended University of Alabama evaluation tool that measures program effectiveness.

*B. Types of after-school/ non-school based programs (Children First Programs) include but are not limited to:*

1. Programs that address high truancy rates and other school issues (i.e. school dropout issues, character curriculum development and implementation).
2. Programs that support juvenile probation personnel and after care programs for children and youth (i.e. after-school, weekend, summer, mentoring, etc.).
3. All Children First programs must include information/education on prevention/cessation of tobacco products. **Tar Wars® is an approved curriculum to supplement the applicant's primary child maltreatment prevention curriculum. Please visit [www.tarwars.org](http://www.tarwars.org) for more information.**
4. Programs that address alcohol and substance abuse issues with at-risk youth (age 8-17).
5. Programs that specifically address at-risk females that have been brought before the court (excluding boot camps).
6. Programs that include the teaching of parenting and/or family strengthening skills to the parents of the program participants.

*C. Types of after-school/non-school based programs that work with children and adolescents in a community-based setting. Examples include, but are not limited to:*

1. Boys and Girls Clubs, YMCA, YWCA, etc.
2. Faith-Based Organizations
3. Community Centers
4. Schools

### **III. Mentoring Programs:**

*A. All mentoring programs must include and demonstrate compliance with:*

1. *The primary purpose of the program must be child abuse and neglect prevention.*
2. Conduct individual meetings with mentor (adult) and mentee (child or adolescent up to age 19).
3. Conduct group meetings with other mentees.
4. Use a set curriculum that is evidence/research-based and age appropriate with measureable outcomes.
5. Mentor must have a minimum of 4 contacts per month with mentee (contacts include face-to-face, telephone, or e-mail, with a duration of no less than 30 minutes per week).
6. Use the recommended University of Alabama evaluation tool that measures program effectiveness.

*B. Types of mentoring programs include, but are not limited to:*

1. Programs that include male and/or female mentoring.
2. Programs that improve family access to formal and informal resources and opportunities for assistance available within communities.

**PY 2010-2011 Program Objectives and Target Data**  
**University of Alabama, School of Social Work**

**NOTE: Read carefully - The following information and forms have been revised.**

ADCANP/CTF Programs' Overall Goal:

Programs will work to decrease risk factors and increase protective factors related to child maltreatment.

Evaluation Aim: Grantees will demonstrate through the evaluation process how their programs achieve the objectives listed for each of the program types for which funding is awarded.

Evaluation Method: The UA Evaluation Team will create, demonstrate at grantee training meetings, and provide individualized technical assistance related to formative and summative evaluation data that will be submitted by each grantee program. Data will be submitted in an online data collection system on a monthly basis. Pre- and post-testing with standardized instruments identified to maximize data quality and minimize instrumentation burden to participants will inform the outcome evaluations. Data collected will demonstrate level of attainment of the ADCANP/CTF stated objectives for each of the program types. The UA Evaluation Team will provide individualized technical assistance regarding outcome evaluation to programs funded by ADCANP/CTF that may *not* fit within one of the pre-determined categories. No quarterly or end-of-year reports will be necessary. Short, executive-summary reports will be provided to each grantee program on a twice-yearly basis for interim program feedback.

**Program Type: Parent Education/Support *and/or* Home Visiting Program Objectives**

Programs will:

- I. develop parents' knowledge and skills in responding to the various types of maltreatment (physical abuse, emotional abuse, sexual abuse, neglect).
- II. develop parents' abilities to manage their own emotional responses and identify their own risk for maltreatment of their own children.
- III. develop parents' knowledge of community resources.
- IV. develop parents' knowledge and skills around developmentally appropriate practices for nurturing their children and managing child misbehavior.

## **Program Type: Public Awareness and Training Program Objectives**

Types of Public Awareness and Training Programs emphasized this year include Abusive Head Injury (Shaken Baby Syndrome) Prevention, Mandatory Child Abuse and Neglect Reporting, and Internet/On-line Safety (including cyberbullying, sexting and internet exploitation).

Generally, all Public Awareness and Training Programs will:

- A. Increase knowledge about the respective issue.
- B. Increase knowledge about how to respond to the respective issue.

Specifically:

### **1. Abusive Head Injury Prevention**

Each training program will:

- I. Increase knowledge about consequences of Abusive Head Injury (Shaken Baby Syndrome).
- II. Increase knowledge about infant crying (#1 Trigger for Shaking).
- III. Increase knowledge of ways to sooth babies.
- IV. Increase knowledge of ways to handle frustration.

### **2. Mandatory Reporter Training**

Each training program will:

- I. Increase participants' awareness of mandatory reporters' legal responsibilities in reporting suspected child abuse and neglect.
- II. Increase participants' knowledge about physical and behavioral indicators commonly associated with child abuse and neglect.
- III. Increase participants' knowledge of how to report abuse and neglect.

### **3. Internet/On-line Safety Training**

Each training program will:

- I. Increase knowledge about internet/on-line risks for children and teens.
- II. Increase knowledge of how adults' can help protect children teens from internet-related personal safety hazards.

## **Program Type: Respite Care Program Objective**

- I. Reduce caregiver(s) stress

## **Program Type: Child Focused Program Objectives** (to include School-Based, After-School/Non-School Based, and Mentoring Programs)

Evaluation of objective attainment will be developmentally specific to three categories: Pre-K to 2<sup>nd</sup> Grade, 3<sup>rd</sup> Grade to 5<sup>th</sup> Grade, 6<sup>th</sup> Grade and above.

Programs will:

- I. Increase participants' knowledge about identification of feelings in self and others
- II. Increase participants' abilities to choose prosocial behaviors rather than risky behaviors
- III. Increase participants' knowledge about physical and emotional safety
- IV. Increase participants' knowledge of how to report risk of harm (i.e., bullying, child abuse and neglect, cyberbullying and internet exploitation)

## **2010-2011 Target Data Form**

### **Program Services and Participants**

This form will be submitted as part of each proposal (Appendix E) documenting the respective programs' annual estimates of these process-oriented program activities (thereby applicants will be setting their own benchmarks for evaluation of process), and the data will also be collected on a monthly basis (to ascertain progress towards the benchmark set by each program for itself relative to each of the activities).

#### **Program Services to Be Conducted**

Average # of contact hours per participant:

Average # of contact sessions per participant:


#### **Adult/Parent Participants to Be Served**

# of adults/parents to be served (over age 18):

# of teen parents to be served (under age 18):


#### **Child/Youth Participants to Be Served**

# of children to be served pre-K (0-5):

# of children to be served K-5th grade:

# of youth to be served 6th-12th grade:


# of children/youth with special needs:

--

#### **Race/Ethnicity of Participants to Be Served**

# of Caucasians:

# of African-Americans:

# of Hispanics:

# of Asian-Americans:

# of Native Americans:

# of Bi-Racial Ethnicity:

# of Other Ethnicity:


#### **Gender of Participants to Be Served**

# of Males:

# of Females:


### **Public Awareness Activities**

	# of Presentations	# Served
Trainings		
Community Events		
School Events		
PSA's		
Media Events		
T.V. Shows		
Child Abuse Prevention Month		
Brochures/Flyers		
Speaking Engagements		
Information Packets		
Other: _____		



# Grant Review Scoring Sheet (Program Year 2010-2011)

**\*\*\* This form is for informational purposes only. Do not submit this form with your Grant Application.**

Reviewer ID #: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Program Name: \_\_\_\_\_

Congressional District: \_\_\_\_\_ State House District \_\_\_\_\_ State Senate District \_\_\_\_\_

Program Type: (circle one) Parent Education & Support Home Visiting

Public Awareness/Training Respite Care School-Based Non-School based/After School Mentoring

If school-based or child focused, grades served: Zero-age 3 Pre-school Kindergarten-1<sup>st</sup> Grade  
(circle all that apply) Grades 2-3 Grades 4-5 Grades 6-7  
Grades 8-9 Grades 10-12 other (specify): \_\_\_\_\_

Will the proposed program serve children with disabilities/special needs? \_\_\_\_ yes \_\_\_\_ no

## I. ORGANIZATION'S ADCANP FUNDING HISTORY

**Request for Funding Increase** (Current Grantees Only – No points)

*Did the applicant:*

- Provide a clear plan why additional funds are needed

## II. PROGRAM NARRATIVE

Score

\_\_\_\_\_

### A. Purpose of Program (15 points)

*Did the applicant:*

- Describe what the program intends to achieve
- Provide an operational plan that includes specific activities for attaining selected UA program objectives (See RFP pages 21-24)
- Name the program location and hours of operation
- Describe participants' accessibility to site
- List days of the week and time program is conducted
- Attach Application Checklist (Appendix A)

\_\_\_\_\_

### B. Problem and Needs Assessment (10 points)

*Did the applicant:*

- Identify the specific risk factors present in target population
- Demonstrate an understanding of the problem(s)
- Include reviews of literature, best practices, state and local data

\_\_\_\_\_ **C. Program Management and Organization** (10 points)

*Did the applicant:*

- Give a brief description of the organization's history and structure
- Provide number of employees, titles, qualifications and experience of management responsible for ADCANP program
- Provide an organizational chart (See Appendix B)
- Provide resume(s) or job descriptions (See Appendix C)
- Provide current list of Board of Directors (See Appendix D)

\_\_\_\_\_ **D. Population to be Served** (15 points)

*Did the applicant:*

- Provide the demographics of the target population and the number to be served
- Include plans for identifying recruiting, involving, retaining, and following-up (tracking) of target population
- Describe how parental consent will be obtained for participating minors, and efforts/program components to increase parental involvement
- Attach Target Data Form (Appendix E) (see RFP, page 24)

\_\_\_\_\_ **E. Collaboration with Other Agencies and Individuals**  
(10 points)

*Did the applicant:*

- Describe the program's collaboration and coordination plan with other community-based public and private agencies
- Demonstrate how the program is not duplicative and coordinates with existing programs in the community
- Attach three (3) current support letters or memorandums of understanding that outline the nature of the relationship (Appendix F)

\_\_\_\_\_

**F. List Curricula used (10 points)**

*Did the applicant:*

- List curricula to be utilized in the program
- Describe how the curricula is appropriate for the program criteria and target population
- Provide a synopsis of curriculum by the publisher (See Appendix G)

\_\_\_\_\_

**G. Use of Volunteers (5 points)**

*Did the applicant:*

- List specific duties, recruiting, screening, training and number of volunteers for ADCANP program
- If applicable, list why volunteers are not utilized in the ADCANP funded program
- Provide a statement regarding how they will comply with ADCANP's background check policy for volunteers
- Provide a volunteer training outline (See Appendix H)

N/A

**H. Stipulations (Current Grantees Only – No points)**

*Did the applicant:*

- Address any stipulations made by the ADCANP Board

N/A

**I. Promotion of ADCANP funded Prevention Programs (All applicants – No points)**

*Did the applicant:*

- ☐ Include a plan to market the Children's Trust Fund license plate to the community

\_\_\_\_\_

**Budget – Personnel Expenses, Operating Expenses and Personnel Budget Worksheet (10 points)**

*Check the following items for accuracy:*

- Budget is calculated correctly
- Specific source of cash match is listed
- Percentages of match are calculated correctly (50% of requested amount)
- The total budget amount matches the amount requested on the cover page
- Brief description of each position is listed
- Hours and amount of ADCANP request are listed correctly and match personnel expenses for ADCANP program

\_\_\_\_\_

**Budget Narrative (15 points)**

*Did the applicant:*

- Provide ADCANP with Independent Auditor's Report and 2007 or 2008 IRS Form 990 (See Appendix I)
- Provide an explanation of each line item charged to ADCANP program
- Attach copy of current IRS Form 501 (c) (3) status documentation/letter (Appendix J): [non-profit organizations only]
- Provide a current year list of all funding sources including, but not limited to, Federal, State and local grants
- Specific source of cash match is provided

\_\_\_\_\_

**Program/University of Alabama Objectives Information**

(Current Grantees Only - 5 points)

*Did the Applicant:*

- Explain any observed improvements for participants related to Program Year 09-10 UA Program Objectives.
- Explain any barriers to program implementation and how each will be addressed, corrected, and changed for future implementation

\_\_\_\_\_

**Appendix K: Logic Model (5 Points – Optional)** (See Programmatic Glossary on Page 36)

\_\_\_\_\_ Subtotal

(\_\_\_\_\_)

**Standard Deductions**

- |  |          |
|--|----------|
| 1. Tabs Missing/Incorrect Tabs         | 5 points |
| 2. Original or Copies not signed       | 5 points |
| 3. Late Quarterly Financial Report (s) | 5 points |
| 4. Late UA Data Report(s)              | 5 points |
| 5. CD not included                     | 5 points |
| 6. Program Narrative Exceeds 5 pages   | 5 points |

CALCULATE TOTAL

HERE (minus standard deductions): \_\_\_\_\_

(105 points possible for new applicants/110 points possible for current grantees)

**Comments and Stipulations:**

**Amount Requested: \$** \_\_\_\_\_

Child Abuse and Neglect Prevention programs are funded by proceeds from the purchase of the ADCANP Children's Trust Fund Specialty car tag. To demonstrate your efforts to prevent child abuse and neglect, please purchase or renew your tax-deductible tag today.



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DEPARTMENT OF CHILD ABUSE AND NEGLECT PREVENTION  
BOARD OF DIRECTORS  
2011**

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**Revised: March 3, 2010**

## Alabama Counties Divided Among U.S. Congressional Districts



### **District 1**

Baldwin  
Clarke  
Escambia  
Mobile  
Washington  
Monroe

### **District 2**

Autauga  
Barbour  
Bullock  
Butler  
Coffee  
Conecuh  
Covington  
Crenshaw  
Dale  
Elmore  
Geneva  
Henry  
Houston  
Lowndes  
Montgomery  
Pike

### **District 3**

Calhoun  
Chambers  
Cherokee  
Clay  
Cleburne  
Coosa  
Lee  
Macon  
Randolph  
Russell  
Talladega  
Tallapoosa

### **District 4**

Blount  
Cullman  
DeKalb  
Etowah  
Fayette  
Franklin  
Lamar  
Marion  
Marshall  
Walker  
Winston

### **District 5**

Colbert  
Jackson  
Lauderdale  
Lawrence  
Limestone  
Madison  
Morgan

### **District 6**

Bibb  
Chilton  
Jefferson  
Shelby  
St. Clair

### **District 7**

Choctaw  
Dallas  
Greene  
Hale  
Marengo  
Perry  
Pickens  
Sumter  
Tuscaloosa  
Wilcox



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# **Child Maltreatment: Risk and Protective Factors**

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## **Risk Factors for Child Maltreatment**

A combination of individual, relational, community, and societal factors contribute to the risk of child maltreatment. Although children are not responsible for the harm inflicted upon them, certain characteristics have been found to increase their risk of being maltreated. Risk factors are those characteristics associated with child maltreatment—they may or may not be direct causes.

## **Risk Factors for Victimization**

### **Individual Risk Factors**

- Children younger than 4 years of age.
- Special needs that may increase caregiver burden (e.g., disabilities, mental retardation, mental health issues, and chronic physical illnesses)

## **Risk Factors for Perpetration**

### **Individual Risk Factors**

- Parents' lack of understanding of children's needs and child development and parenting skills
- Parents' history of child abuse in family of origin
- Substance abuse and/or mental health issues including depression in the family
- Parental characteristics such as young age, low education, single parenthood, large number of dependent children, and low income
- Nonbiological, transient caregivers in the home (e.g., mother's male partner)
- Parental thoughts and emotions that tend to support or justify maltreatment behaviors

### **Family Risk Factors**

- Social isolation
- Family disorganization, dissolution, and violence, including intimate partner violence
- Parenting stress, poor parent-child relationships, and negative interactions

### **Community Risk Factors**

- Community violence
- Concentrated neighborhood disadvantage (e.g., high poverty and residential instability, high unemployment rates, and high density of alcohol outlets), and poor social connections.

## Protective Factors for Child Maltreatment

Protective factors buffer children from being abused or neglected. These factors exist at various levels. Protective factors have not been studied as extensively or rigorously as risk factors. However, identifying and understanding protective factors are equally as important as researching risk factors.

There is scientific evidence to support the following protective factor:

### **Family Protective Factors**

- Supportive family environment and social networks

Several other potential protective factors have been identified. Research is ongoing to determine whether these factors do indeed buffer children from maltreatment.

### **Family Protective Factors**

- Nurturing parenting skills
- Stable family relationships
- Household rules and child monitoring
- Parental employment
- Adequate housing
- Access to health care and social services
- Caring adults outside the family who can serve as role models or mentors

### **Community Protective Factors**

- Communities that support parents and take responsibility for preventing abuse

Source: Centers for Disease Control and Prevention

<http://www.cdc.gov/ViolencePrevention/childmaltreatment/riskprotectivefactors.html>

### Standards for Prevention Programs: Building Success through Family Support

It is the intent of this report to particularly address standards for primary and secondary prevention programs. There is considerable consistency in the literature regarding the definitions of primary, secondary and tertiary prevention:

Primary prevention targets the general population and offers services and activities *before* any signs of undesired behaviors may be present; no screening occurs.

Secondary prevention is directed at those who are “at risk” of possibly maltreating or neglecting children. Determining who is at risk is based on etiological studies of why maltreatment may occur. Secondary prevention efforts and services are also provided *before* child abuse or neglect occur.

Tertiary prevention is provided *after* maltreatment has occurred, to reduce the impact of maltreatment and avoid future abuse. Tertiary prevention is treatment, working with children who have been abused or working with families where abuse has occurred. Public resources have primarily gone into tertiary/treatment programs rather than primary or secondary prevention programs. Tertiary efforts are most often the focus of research efforts in child maltreatment.

The field of substance abuse offers similar definitions, although the language differs: universal prevention (for the general population), selected prevention (for those at risk of substance abuse), and indicated prevention (for those who already display signs of substance use or abuse but have not engaged in regular or heavy use.) Indicated prevention generally does not refer to treatment programs that would address detoxification or treatment for those in recovery.

Martin Bloom (1996) defines prevention as “coordinated actions seeking to prevent predictable problems, to protect existing states of health and health functioning, and to promote desired potentialities in individuals and groups in their physical and sociocultural settings over time.” Although Bloom views promotion of well-being as an aspect of prevention, others have made a distinction between treatment, prevention, and promotion service models. Prevention definitions and programs have evolved from traditional treatment approaches which attempt to remedy a problem by focusing on deficits, weaknesses, and characteristics of the target population or its environment that need to be changed. However, many professionals involved in prevention have moved towards a strengths-based approach, building on the assets and positive characteristics in the target population or environment that could be enhanced. This approach has become known as promotion. For example, Dunst (1995) summarizes that treatment is acting to eliminate or reduce the effects of an existing problem; prevention is deterring a potential problem before the onset of negative functioning to reduce the incidence or prevalence of poor outcomes; and promotion is enhancing and optimizing positive functioning to develop and increase a person’s or family’s competencies and capabilities. It can be said that some prevention programs use a promotion approach.

Source: Standards for Prevention Programs: Building Success through Family Support, Developed by the New Jersey Task Force on Child Abuse and Neglect

© State of New Jersey, Department of Human Services, 2003

### **Logic Model – Optional (5 points)**

Applicants have an opportunity to include a Logic Model for their child abuse and neglect prevention program. A logic model builder is available from FRIENDS National Resource Center (Child Welfare Information Gateway) at <http://www.childwelfare.gov/preventing/developing/toolkit/>. Include your logic model in Appendix K – Grant Application.

According to FRIENDS, “The Logic Model Builder helps programs identify anticipated outcomes, indicators of success, and evaluation instruments that may be appropriate to measure success. The logic model will help you get started in planning an evaluation of your program”.

No points will be deducted for applicants not submitting a logic model, but may later be required if the program is funded through Community Based Child Abuse Prevention Program (CBCAP) contract funds provided by the U.S. Department of Health and Human Services.

*\*FRIENDS National Resource Center for Community-Based Child Abuse Prevention (CBCAP) is a service of the U.S. Department of Health and Human Services, Administration for Children and Families, Children's Bureau.*

**Definitions of ADCANP Budget line items are listed below:**

(Please email a ADCANP Field Director or Auditor if you have any questions.)

[staff@ctf.alabama.gov](mailto:staff@ctf.alabama.gov)

1. **Personnel/Salaries**: Expenses for all employees of the organization receiving compensation from the ADCANP funded program. Employees are defined as personnel of the organization who have taxes deducted from their paycheck and/or receive any employee benefits from the organization.
2. **Personnel/Benefits**: Monies related to the **employer's** expenses for the ADCANP funded program. Allowable expenses include: FICA (Social Security and Medicare taxes), retirement, State unemployment Insurance, workman's compensation, annual leave/vacation for full-time employees, and health/dental insurance. Examples of ineligible expenses include, but are not limited to: Disability Insurance, Accidental Death and Dismemberment Insurance, Life Insurance, other "unallowable costs" specified by ADCANP funders, and costs prohibited by law or policies of the State of Alabama Finance Department.
3. **Accounting**: Expenses related to financial reporting and management of the ADCANP Grant Award Contract.
4. **Audit/CPA Services**: Examination or verification of financial records, accounts, and expenditures by a Certified Public Accountant.
5. **Background Checks**: Expenses related to payments to law enforcement/public agencies or private entities for criminal background checks on employees, volunteers, or other individuals required to have a background check in accordance with ADCANP policy.
6. **Cellular Phones**: Expenses related to the use of cellular phones. Cellular phones can be charged to the ADCANP grant at a maximum of \$40 per month. Only cell phones used by field staff working on the ADCANP funded program are allowed.
7. **Consultants**: Expenses related to the hiring of contracted professionals who provide services to the organization for the ADCANP funded program. Charges to the ADCANP grant for consultants must have prior written approval from the ADCANP Director/Deputy Director unless included in the original grant application and approved by the ADCANP Board of Directors. A contract for the consultant and his/her services is required.
8. **Curriculum**: Evidence/Research-based curriculum utilized to educate and provide knowledge to program participants. Curriculum must demonstrate impact and effectiveness for the population served.
9. **Equipment**: Expenses related to the purchase and/or lease of non-consumable items (i.e. copiers, fax machines, postage machines, cameras, video cameras, VCRs, overhead projectors, furniture, etc.) Equipment purchases may not exceed \$499.00 per item. If the organization is unsure of the eligibility of equipment expenses, please contact your assigned ADCANP Field Director for approval.
10. **Office Supplies**: Examples are copy paper, toner, and other miscellaneous office supplies. All office supply expenditures must include copies of receipts that itemize and define the items purchased.

11. **Postage**: Expenses that include mailing or shipping items related to the ADCANP program.
12. **Printing**: Expenses related to advertising/marketing programs, brochures, handouts, stationary, or other materials that support ADCANP funded programs.
13. **Professional Services/Independent Contractors**: Expenses related to payments made to individuals who provide a specific service to the ADCANP funded program and who do not receive employee benefits (i.e. a professional counselor contracted to provide therapy, a nurse teaching a prenatal class, janitorial services, speaker honorariums, attorney fees, etc.).
14. **Program Materials**: Items that are used to support the ADCANP funded program. Program materials may include but are not limited to curriculum, educational materials, and handouts.
15. **Space Rental**: Expenses related to administrative office space or meeting space where the ADCANP funded program is conducted.
16. **Staff Development**: Expenses related to staff training (i.e. registration and in-service fees). Do not include travel expenses related to training in the staff development category.  
**ADCANP does not require any staff development training other than the annual Grantee Training conducted by ADCANP, and domestic violence screening.**
17. **Telephone**: Calls made for the ADCANP funded program. Expenses related to telephone costs are based on actual calls made in support of the ADCANP funded program or a reasonable allocation percentage.
18. **Transportation/Travel**: Expenses related to travel and overnight stay necessary to support the ADCANP funded program. Mileage rate not to exceed current state rate. ADCANP will not reimburse gasoline expenses.
19. **Utilities**: Expenses related to electricity, water, gas, internet and cable services that support the ADCANP funded program. Expenses related to utilities costs are based on actual costs in support of the ADCANP funded program or a reasonable allocation percentage.
20. **Volunteer In-Kind**: Expenses related to any non-professional who volunteers for the ADCANP funded program. Each non-professional volunteer hour may be charged at \$20.25 an hour. The exceptions to this are Licensed/recognized professionals volunteering in their professional capacity may charge at the market rate. For example: A nurse teaching a parenting class or an accountant preparing the organization's books.
21. **Other**: Fully explain any item not listed as a line item in the Budget Narrative.

**End of Document  
(Program Year 2010-2011 Request for Proposal)**